



DEPARTMENT OF TOXIC SUBSTANCES CONTROL CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	DEPARTMENT OF TOXIC SUBSTANCES CONTROL	RELEASE DATE:	Thursday, December 10, 2009
POSITION TITLE:	Deputy Director, Pollution Prevention and Green Technology	FINAL FILING DATE:	Thursday, December 24, 2009
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,173.00 - \$13,381.00 / Month	BULLETIN ID:	12102009_6

POSITION DESCRIPTION

Under the general direction of the Director, Department of Toxic Substances Control, the Deputy Director develops, implements, and influences policy related to the Department's mission and vision. The position serves as a key executive on the Executive Leadership Team.

NOTE: The Department intends to fill this position at the CEA III level, IF approved by the State Personnel Board and the Department of Personnel Administration. Otherwise, the position will be filled at the CEA II level.

The incumbent will perform the following duties:

30% Identifies the policies and promotes the implementation of pollution prevention, toxics in products reduction, and green chemistry, through the establishment of internal and external partnerships and coalitions. Key responsibilities, as part of DTSC's Green Chemistry Team, will be to undertake evaluations of alternatives, pilot the use of environmental friendly chemicals, pilot the use of process modifications to reduce the use and generation of toxic chemicals, and provide education and technical assistance to industrial sectors to reduce their pollution footprint and to develop incentives for utilizing pollution prevention technologies.

25% As a key policymaker, ensures that the goals, objectives, strategies and tasks outlined in the Strategic Plan are pursued, and provide a leadership role to ensure that adequate resources and tools are dedicated to meet the specific tasks. Work closely with the Assistant Deputy Director to plan, organize, coordinate, and direct the technical work of staff engaged in the hazardous waste source reduction program including establishing of resources to meet program goals and objectives; allocating resources organizationally to achieve program goals in the most effective and efficient manner; selecting, training, evaluating staff; and managing workload and resources to assure priority commitments are met.

20% Coordinates work of staff engaged in a statewide program of development, evaluation and

establishment of the use of new environmental technologies and hazardous waste source reduction practices; manages the development, evaluation, and establishment of the use of new techniques and hazardous waste source reduction practices which will minimize the hazardous waste disposed of in landfills; reclaim and recycle the maximum of possibly useable materials from hazardous wastes; and treat or destroy hazardous properties of wastes. Coordinates with other Cal/EPA departments and other regulatory and non-regulatory entities to achieve reduction of wastes in cradle-to-cradle process improvements. Effectively interfaces with and coordinate efforts on a national and international level to build on what has been accomplished to date by other states and countries.

15% Coordinates research and development of new methods of pollution prevention, waste recovery, reuse, source reduction and toxics in products reduction.

10% Advises and consults with local authorities and interested groups about the application of state laws and interfaces with public on highly controversial issues. Directs technical assistance to state and local agencies, prepares articles for publications, and prepares administrative and technical reports and correspondence.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy

formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Applicants will be screened on the basis of background, demonstrated management ability, and the ability to meet the following desirable qualifications:

1. Experience that demonstrates the ability to build coalitions, partnerships and joint ventures, including reaching out to communities, industry associations, environmental groups, and others. Demonstrated ability to bring together groups with diverse interests and perspectives.
2. Experience with demonstrated leadership, entrepreneurship, creativity and innovation, and ability to formulate and implement sound policy recommendations. Demonstrated experience developing and implementing major programs, including development of program budgets and a knowledge of the State budget process.
3. Well-developed interpersonal skills and ability to communicate effectively (orally and in writing). Public outreach experience, including experience communications risks (for example, public health

risks) to a variety of audiences representing a wide range of perspectives and interests.

4. Demonstrated capability to communicate and interact with both public and private organizations within the State and nationally including Legislators, the Governor's Office, industry associations, and a wide variety of individual stakeholders and stakeholder organizations. Experience working with Legislators, and internal and external stakeholders on key legislative measures and issues. Knowledge of the formal and informal elements of the legislative process.

5. Experience that demonstrates the ability to achieve results both personally and through others, including team formation and leadership, managing conflict, and promoting a high-performance culture through the development of staff and managers. Experience identifying and bringing together different internal and external multi-disciplinary individuals and groups to achieve a common goal. Experience working across departments and programs.

6. A demonstrated track record of organizational leadership decision-making, previous and ongoing experience with the use of performance metrics and strategic planning, and experience leading process improvement efforts.

7. Experience that demonstrates the ability to lead change including developing, motivating, inspiring and building trust with subordinate staff as well as mid-level managers in an organization undergoing significant changes in scope of work, organizational structure, and how work is performed.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Director, Pollution Prevention and Green Technology**, with the **DEPARTMENT OF TOXIC SUBSTANCES CONTROL**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

Submit a standard state application, resume, professional references, and a statement of qualifications. The application or resume MUST include "to" and "from" dates (month/year), former supervisors, time base and civil service/position class title. Applications/resumes without this information will be rejected. The statement of qualifications MUST specifically describe the candidate's state of preparedness, and include work related examples, relative to each of the desirable qualifications. In the statement of qualifications, the desirable qualifications MUST be addressed and numbered in the same order as is listed. The statement of qualifications MUST not exceed four pages with font no smaller than 10 pt.

An evaluation committee will review and score all statements of qualifications submitted on the basis of background, demonstrated management ability, and the desirable qualifications. The candidates with the most competitive experience and background may be selected for a qualifications appraisal interview. References will be contacted to verify knowledge, abilities, and experience. In order to obtain a position on the eligible list, a minimum of 70.00% must be attained in the examination. The Director will make the final selection. Hiring interviews may be held at the discretion of the Director. All candidates will be notified of the results.

FILING INSTRUCTIONS

Application materials are to be received at the address listed by the final filing date.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than four pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

DEPARTMENT OF TOXIC SUBSTANCES CONTROL , Office of Human Capital and Workplace
Innovation, Exam Unit
1001 I Street, PO Box 806, Sacramento, CA 95814
Mary Ellen Lucero | 916-327-6107 | mlucero@dtsc.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF TOXIC SUBSTANCES CONTROL reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>